

THE
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SPECIAL TYPEWRITING INSTRUCTOR

BY

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BARNES' SHORTHAND MANUAL, BUSINESS LETTERS IN SHORTHAND,
BARNES' SHORTHAND READERS, THE COMPLETE REMINGTON,
SMITH PREMIER, YOST, AND CALIGRAPH INSTRUCTORS,
HELPS FOR STENOGRAPHERS, ABRIDGED TYPE-
WRITING INSTRUCTORS, ETC.

ST. LOUIS, MO.
ARTHUR J. BARNES, PUBLISHER.

1899.

4. **OBSERVE THE BELL.** The bell rings to warn the writer that he is approaching the end of the line. Seven letters can be written after the bell rings. This gives time to finish a word, or to properly divide it, writing the whole of a syllable at the end of the line, placing a hyphen after it, and writing the remainder of the word on the next line. Beginners are apt to pay too little attention to the bell. They continue writing until the carriage ceases to move, and until they have printed several letters one over another.

5. **RETURNING THE CARRIAGE.** To bring the carriage back to zero and to space for a new line, pull the lever forward, then draw it to the right as far as it will go. Let go of the lever and the pointer will slip back to zero.

6. **CAPITALS, PERIOD, ETC.** To make a capital, depress the key marked "upper case," and keep it down while striking the desired letter. The upper-case key is also held down when printing the upper characters on those keys that are doubly marked, as the period, question mark, dollar sign, quotation marks, etc. Hold the upper-case key down with a firm, steady pressure.

Print the capitals and also the upper characters on the double keys.

Notice that each type bar carries two type; that the small letters are on the front or lower side and the capitals on the back or upper side. When the cylinder is in its usual place, the lower or small type strike it; but when the cylinder is pushed back by the depression of the upper-case key, the upper type or capitals strike it. If the upper-case key is not pushed entirely down and held firmly, either the capital will print too low or else both the small letter and the capital will strike the cylinder and a part of each will appear in print.

7. **RIBBON MOVEMENT.** Lift the carriage and notice the inked ribbon that passes over the top of the basket, moving from the spool on one side to the spool on the other side as the operator writes. The ends of the ribbon are pinned to pieces of cloth fastened to the spools. When the ribbon is all wound on one spool, it will be necessary to reverse the ribbon movement. Back of the left spool, a latch rests in one of the three grooves of a shaft. (There are only *two* grooves on the shaft in the latest machines). If the right spool is empty, push the shaft handle to the right, then drop the latch in the left-hand groove. If the left spool is empty, move the shaft handle to the left and drop the latch in the right-hand groove; that is, move the shaft the way you wish the ribbon to go. *The latch should never be in the middle groove* except when changing ribbons or when manifolding without the ribbon. When the latch is in the middle groove, the ribbon will not move, the keys will strike the same spot on the ribbon, and the letters will grow fainter until finally a hole is made in the ribbon and the printing ceases.

DIAGRAM OF KEYBOARD OF NOS. 2 AND 6 REMINGTON.

Fingers to be used are indicated by figures below the letter keys.

